

## Arlington Baths Club

### Code of Conduct for Board Members

This document is intended to support members of the Arlington Baths Club (current and future) who accept the role of board member of Arlington Baths Club. In reading this document, all board members agree to the following responsibilities:

#### **General Conduct**

- Board members are required to act with honesty and integrity and exercise good judgement which may include seeking professional advice on appropriate matters on which board members do not have relevant expertise.
- Board members are required to always act in the best interests of the Club.

#### **Independence**

- Board members are required to act independently, particularly in relation to assets, property, legal and regulatory obligations.
- Board members should conduct themselves with integrity and in a manner which does not damage or undermine the reputation of the Club or its employees.

More specifically board members:

- should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their duties;
- must avoid actual impropriety and any appearance of improper behaviour.
- Board members must not act in order to gain financial or other benefits for themselves or for any persons connected to them such as their family, their friends, or any organisation that they own, manage or work for.
- Board members should avoid accepting gifts and hospitality that might reasonably be thought to influence them in carrying out their role as a board member. Any gifts or hospitality received in any connection to Arlington Baths Club should be declared to the Board.

#### **Board Member Roles**

Board members should:

- Understand and perform their roles and responsibilities to the best of their abilities at all times.
- Be prepared to provide adequate time and commitment as required to fulfil the role of board member, adequately preparing for meetings and participating in board business, club activities and special events when required.

### **Board Meetings**

Currently board meetings are held every 6-8 weeks, subject to review to meet the needs of club business.

### **Board members should:**

- Aim to attend all meetings, contribute appropriately and effectively, and avoid dominating the contributions of others.
- Always respect the authority of the Chair of the board, and the Chair of any meeting in respect of Club business
- Bring a fair and open-minded view to all discussions of the board, maintain a respectful balance between speaking and listening, treating different views with respect, and ensuring that all decisions are made in the best interests of the club.
- Bring a genuinely independent perspective to enhance decision-making, given that board members share responsibility for board decisions.
- Ensure their contributions are informed and impartial when presenting views on topics in meetings while listening to and respecting the input and experience of other board members.

### **Employees of the Club**

Board members should:

- Aim to support employees in carrying out their duties and always, in terms of their conduct, serve as an example of how everyone in the club should conduct themselves in order to reflect the values of the Club.
- Work considerately and fairly with everyone in a way that respects diversity, different roles and boundaries and avoids giving offence.

- Accept and respect the difference in roles between the board on the one hand and employees on the other, ensuring that the board and employees work effectively and cohesively for the benefit of the Club and develop a mutually supportive and loyal relationship by:
  - respecting management arrangements and avoiding any actions that might undermine such arrangements.
  - not interfering in the performance of employees of duties delegated to them within the Club while ensuring that employees working for the Club are held to account through the General Manager /Chair, as appropriate.

### **Legal Requirements and Policies**

Board members must:

- Act in accordance with the Club's governance and ensure that the Club complies with all applicable laws including health and safety law, data protection law, employment law, companies law and charities law where relevant
- Promote and preserve the obligations of confidentiality about sensitive board matters. However, the requirement for confidentiality may not apply if it becomes necessary for the Chair / board member to inform any statutory body about any matter, which could threaten the future of the Club or could represent a breach of any law with which the Club is required to comply.
- Abide by any equality, diversity, safeguarding, health and safety, bullying and harassment policies and any other policies agreed by the board.
- Ensure that out of pocket expenses are minimal and made in accordance with an agreed procedure authorised by the Treasurer.

Where a board member is found to be in breach of the standards outlined by the board in its Code of Conduct, the individual will be asked to meet with the Chair of the board to assess the individual's suitability for the role. Consistent breach of the Code of Conduct by a board member may result in the board member's tenure being terminated.

The Board of Arlington Baths Club should review this Code of Conduct for Board members at 2-year intervals or as appropriate .

Date 21<sup>st</sup> January 2025

